

**NEW JERSEY MODEL EMPLOYER AGREEMENT
FOR COOPERATIVE EDUCATION EXPERIENCES, HAZARDOUS OCCUPATIONS**

(N.J.A.C. 12:56-18, School-to-Work Program, N.J.A.C. 6A:19-4 Structured Learning Experience)

PART I: STUDENT INFORMATION

Student Name: _____ Student#: _____ Date of Birth: _____

Student Address: _____ City: _____ State: _____ Zip: _____

Coop Coordinator: _____ Coop Coordinator Phone #: _____

Coop Coordinator E-mail: _____ Student Emergency Phone #: _____

EMERGENCY CONTACT Name: _____ **Relation:** _____

Employer Name: _____ Employer ID #: _____

Coop Site Address: _____ City: _____ State: _____ Zip: _____

Coop Site Telephone: _____ Fax: _____ E-mail: _____

Coop Start Date: _____ End Date: _____ Work Site Mentor: _____

Hours of Coop Activities: _____ to _____ ☒ All That Apply: Mon. _____ Tue _____ Wed _____ Thus _____ Fri _____

Student will report to the SLE site: Daily _____ Every (day of week) _____ Other: _____

PART 2: SCHOOL ADMINISTRATOR AND EMPLOYER RESPONSIBILITIES

Consistent with the New Jersey Department of Education administrative code, *N.J.A.C. 6A:19-4*, Structured Learning Experiences, the school district agrees to ensure the following:

- (1) All cooperative education experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-4.1(c)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-4.1(b)*).
- (3) When the student is employed in a hazardous occupation governed by State and Federal exemptions to the child labor laws, such work shall be intermittent and for short periods of time and under the direct and close supervision of a qualified and experienced person at the training site (*N.J.A.C. 6A:19-4.3* and *N.J.A.C. 6A:9-13.19*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-4.3*)
- (5) The district will maintain the student's records reflecting the paid cooperative education experience, (*N.J.A.C. 6A:19-4.1(d)*).

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, *N.J.A.C. 12:56-18.2*, School-to-Work Programs, and other regulations, the school district and employer understand that the intent of this cooperative education experience for hazardous occupations is instructional, not productive employment. Therefore, the cooperative education experience must include all of the following elements to be consistent with a "learning experience." We agree to ensure that the cooperative education experience meets the following regulatory requirements:

- (1) The student is at least 16 years of age;
- (2) The student is enrolled in a NJDOE-approved career and technical education program for the same occupation;
- (3) The cooperative education experience is a paid experience;
- (4) The cooperative education experience must be related to a formal training plan for the student*;
- (5) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (6) Any productive work is incidental to the student achieving the planned learning objectives;
- (7) The student is expected to achieve the learning objectives and will receive a grade and credit for time successfully completing the cooperative education experience; *and*
- (8) The student does not replace an employee.

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In addition, the school district and employer understand that the student is not entitled to an offer of employment at the conclusion of the cooperative education experience.

Name/Title of School Administrator _____ Signature: _____

Date: _____ District/School Code _____ Name of District: _____

Mailing Address: _____ Phone _____ Fax _____

Name/Title of Employer Officer _____ Signature: _____

Employer Mailing Address _____ Phone _____ Fax _____

PART 3: INSURANCE STATEMENT: The student is a paid employee when participating in a school-sponsored, paid cooperative education experience; therefore, the student must be covered by the employer's liability insurance and workers' compensation insurance during the cooperative education experience. The student is responsible for transportation from school to the structured learning experience site and from the site to home; therefore, the student and/or the student's parent/guardian is responsible for providing appropriate auto insurance if the student will drive.⁺ The employer and student or parent/guardian agree to provide copies of their respective insurance certificates to the cooperative education experience coordinator prior to the start of the paid, school-sponsored cooperative education experience.

PART 4: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the paid, school-sponsored cooperative education experience (coop) listed below:

- (1) I am responsible for my own transportation from school to the coop worksite and from the coop site to home.⁺
- (2) I will maintain regular attendance both in school and at the coop worksite. I will notify the school and the appropriate employer contact person if I will be tardy arriving to or if I am unable to report to my coop worksite.
- (3) I will keep a daily record of my time and activities at my coop worksite, and I will submit my completed coop reports as required.
- (4) I will demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (5) I will obey the rules and regulations of my coop worksite and comply with the employer's business practices and procedures.
- (6) I will talk to my coop coordinator and/or my workplace mentor about any difficulties arising during the cooperative education experience.
- (7) I will work to acquire the knowledge and skills as outlined in my coop student training plan.
- (8) I understand that my coop grades and credits will be based upon the satisfactory completion of my coop assignments, time and activity reports, and evaluations.

I understand that this is a paid cooperative education experience, and that I am not entitled to a promise of employment at the completion of the cooperative education experience.

SIGNATURE OF STUDENT: _____ **Date:** _____

⁺ *Transportation of the student to and from the cooperative education training site shall be the responsibility of the student, unless otherwise required under the terms of N.J.A.C. 6A:14.*

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PART 4: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the school-sponsored, paid cooperative education experience (coop) listed below:

- (1) I will encourage my child or ward to effectively carry out the coop assignments and responsibilities as outlined in the student training plan.**
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the cooperative education experience to the coop coordinator.
- (4) I understand that the student and/or I am responsible for providing transportation from school to the coop worksite and from the coop site to home and will ensure that the student is covered with appropriate auto insurance when driving.

I understand that this is a paid cooperative education experience, and that the student is not entitled to a promise of employment at the completion of the cooperative education experience.

I hereby give my consent for _____ to participate in this school-sponsored, paid cooperative education experience during the current school year.

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

**PART 5: COMPLETION OF COOPERATIVE EDUCATION EXPERIENCE-HAZARDOUS
OCCUPATIONS**

Upon completion of the school-sponsored, paid cooperative education experience-hazardous occupations, I certify that the student has received training in the areas indicated on the attached student training plan**:

Student Signature: _____ Date: _____

Worksite Mentor Signature: _____ Date: _____

Coop Education Coordinator: _____ Date: _____

School Administrator Signature: _____ Date: _____

School Grade and Credit Awarded*: _____

** If grade and/or credit are not awarded, explain why here:*

****REQUIRED ATTACHMENTS: Student Training Plan and Employment Certificate (Working Papers)**

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ADDITIONAL IMPORTANT NOTES:

- Attach a copy of the student training plan to this document before signatures are gathered. Training Plan (*N.J.A.C. 12:58-1.2(d), New Jersey Department of Labor and Workforce Development*) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. All structured learning experiences must be accompanied by a student training plan.
- The student must have a completed employment certificate (working papers) prior to placement onto the paid cooperative education experience site. Employment Certificate (*N.J.S.A. 34:2-21.1, New Jersey Department of Labor and Workforce Development*), means a certificate granted by the issuing officer authorizing the employment of a child as permitted under this act.
- Cooperative Education Experience (*N.J.A.C. 6A:19-4.2, New Jersey Department of Education*) means a paid structured learning experience in which students who are enrolled in an approved career and technical education program are placed into employment which is appropriate for the approved career and technical education program, and through written cooperative arrangements between a school and employers, students receive instruction, including required academic courses and approved programs, by alternation of study in school and at the employment site.
- Hazardous Occupations include occupations identified as prohibited employment for minors as defined under *N.J.S.A. 34:2-21.1, N.J.S.A. 34:2-21.57, N.J.A.C. 12:58*, and other state and federal laws, regulations and hazardous orders.
- This form may be used for the following paid, school-sponsored structured learning experience placement:
 - Cooperative Education Experience for Hazardous Occupations
- Link to “Child Labor Laws for Employers” Brochure: <http://www.nj.gov/labor/lse/forms/MW-36.pdf>
- Link to “Guidelines for Structured Learning Experiences”: http://www.nj.gov/njded/voc/sle/sle_man.htm
- Link to New Jersey Child Labor Laws and Regulations:
http://lwd.dol.state.nj.us/labor/wagehour/lawregs/child_labor_law.html
- Youth Rules for Positive and Safe Work Experiences: <http://www.youthrules.dol.gov/>
- "Youth 2 Work" Teen Worker OSHA Resources: <http://www.osha.gov/SLTC/teenworkers/>